



INSTRUCTIONS for Obtaining Authorization to Discharge Stormwater from Construction Activities under the AZPDES Construction General Permit — AZG2003-001

Who Must File a Notice of Intent (NOI)?

Each "operator" of a construction site is required to complete an NOI. The definition of "operator" is provided on Page 31 of the permit. Generally, "operator" means each person with operational control over the activities occurring on the site (i.e., control over plans, specifications, day to day activities, stormwater controls, etc.). Since there is typically more than one operator on a construction project, an "operator" may include the property owner, developer, contractor, and/or sub-contractor(s) if each person has operational control of the construction project. **EACH OPERATOR IS REQUIRED TO APPLY** for permit coverage using a separate NOI. Only one person from each company or municipality should submit the NOI for the project.

When to File the NOI Form

DO NOT FILE THE NOI UNTIL YOU HAVE READ THE TERMS AND CONDITIONS OF THE CONSTRUCTION GENERAL PERMIT. You will need to refer to the permit to determine your eligibility to apply for this permit (See Part I), prepare your stormwater pollution prevention plan (Part IV), and correctly answer all questions on the NOI form (Part III) – all of which must be done before you can sign the certification statement on the NOI in "good faith."

The NOI form must be received by ADEQ at least TWO business days before you need permit coverage. However, depending on the location of the project, authorization for permit coverage may be delayed for 32 business days. Refer to Part II.B of the permit for more information on the effective date of permit coverage. CAUTION: In addition, you must allow enough lead time to gather the information necessary to complete the NOI form, and develop a site-specific stormwater pollution prevention plan (SWPPP). If any part of your project is within 1/4 mile of any impaired or unique water, you must submit your SWPPP as part of the NOI. Information on impaired waters (Arizona's 303(d) list) and unique waters (A.A.C. R18-11-112) can be found at www.adeq.state.az.us/envirom/water/permits/stormwater.html#const.

If you have any concerns about the timing for coverage under this permit, YOU ARE ENCOURAGED TO SUBMIT YOUR NOI EARLY!

Where to File the NOI Form

THERE IS NO FEE FOR PROCESSING YOUR NOI. An electronic, user-friendly system for completing the NOI and related CGP forms is available on the Arizona State Website, "Arizona at Your Service," at www.az.gov/webapp/noi/main.do. You may also submit your NOI to ADEQ's Phoenix office by certified mail, hand-delivery, or fax. As a courtesy, ADEQ will also process NOIs sent through regular mail.

Make at least three copies of the signed NOI. Keep a photocopy for your records and send a copy to the address below. If your project may discharge to a municipal separate storm sewer system (MS4) that is permitted under the AZPDES stormwater program, you must also submit a signed copy of the NOI to the operator of that MS4, in accordance with Part III.F of the permit.

Mail or Fax NOIs to:

Stormwater Program - Water Permits Section/NOI
Arizona Department of Environmental Quality
1110 West Washington, 5415B-3
Phoenix, AZ 85007
Fax (602) 771-4674

ADEQ will send the operator a letter regarding authorization status (usually within two business days of our receipt of the NOI). You may also verify our receipt of the NOI and check the status of your authorization by either visiting our NOI Construction Database at www.adeq.state.az.us/envirom/water/permits/azpdessearch.html or by calling the **NOI Processing Center** at (602) 771-4632.

For more information about the program or the permit, visit our website at www.adeq.state.az.us/envirom/water/permits/stormwater.html or contact us at (602) 771-4449.

Instructions for Completing the NOI Form

To receive coverage under General Permit AZG2003-001, the NOI form must be COMPLETE and ACCURATE. Refer to Part III of the permit for additional information on the NOI requirements.

BLOCK 1

Indicate whether this form is a revision to an NOI form you previously submitted and obtained authorization for under the ADEQ CGP (effective February 28, 2003). Instances where you would check 'yes', could include changing construction dates, updating mailing information, or revising the location of the SWPPP. However, changes to the operator name, latitude or longitude will not be accepted, and a new NOI will be required. Changes to acreage are also not acceptable if the land disturbance has already begun.

BLOCK 2

Indicate whether your site is located on Indian lands. If located solely on Indian lands, you need to submit your NOI to the EPA for permit coverage. If your site is on both Indian lands and private lands, you will need to break out each area and submit two NOIs to the applicable entity for Arizona and EPA coverage. For more information please see EPA Region's NPDES Stormwater Information Page at <http://www.epa.gov/region9/water/npdes/stormwater.html>.

ITEM I. OWNER/OPERATOR INFORMATION

Place the name of the operator (responsible party), business name, and address in the blanks provided. The operator indicated here is the person requesting permit coverage. This must be the same party that signs the certification statement in Block 5.

Check the appropriate box to reflect "operator status."

ITEM II. CONSTRUCTION SITE INFORMATION

Identify a name that is consistently used to reference the project under "Project Name."

Identify a phone number, preferably at the site, where a knowledgeable project representative can be reached. -- Indicate what type of project the construction relates to (examples, utility line, road widening, building new school, expansion of an industrial site to add a warehouse, etc.)

If the project is a Master Planned Community or Subdivision, you must identify if state/county subdivision approval under Arizona Administrative Code R18-5-402 has been obtained. [Note: even subcontractors must complete this portion.] If it has, check 'yes.' If it has not, you may still check 'yes' if the plat approval has been obtained. If you checked 'yes,' enter the reference number to the state or local approval (book and page #) If no approvals have been obtained, check 'no.'

Indicate if the project is part of a greater plan of development. Examples of these would be lots in a subdivision, industrial park, or

shopping area where there is an overall plan for construction activities beyond the specific project for which you are requesting coverage.

Indicate whether the project has or needs other state or federal environmental permits or approvals. This includes Corps 404 permits, air permits, dust permits, etc. Please provide a list of permits and the associated numbers. Attach a separate sheet if more room is needed.

Describe the physical location of the site, including the address if the project has one. Describe directions for driving with sufficient detail that the site could be reached from the nearest municipality.

Specify the City (if within municipal boundaries), County and Zip Code for the project site.

Provide an accurate latitude and longitude for the project site **at the point nearest the receiving water**. The receiving water is the waterbody into which stormwater would flow in a storm event. This includes dry washes and other waterbodies but does not include city storm drains. This information is critical for accurately locating your site, mapping it on state global information system environmental maps, and for determining which provisions of this permit may apply. The latitude and longitude must be reported in degrees, minutes, seconds format. The latitude must have at least six digits. The longitude must have at least seven digits. Common tools that you can use to determine latitude and longitude include Global Positioning System (GPS) devices, topographic maps, or internet mapping sites. The SMART NOI on-line system also includes a mapping system to enable you to easily determine latitude and longitude.

Estimated Project Start and Completion Dates. Provide an estimate of the earliest start and latest end dates (through the completion of final stabilization) for your construction project. Specify a specific month, day, and year.

Specify the total acres to be disturbed with the entire construction project to the nearest ½ acre. For instance, if the project is a 12-acre golf course, which is part of a 40-acre master planned project, indicate '40 acres' in this blank.

Specify the total acres to be disturbed by your operations (to the nearest 1/2-acre). For instance, if your construction project is a 12-acre golf course, which is part of a 40-acre master planned project, indicate '12 acres' in this blank.

List all non-stormwater discharges (ie. any liquid that isn't stormwater) expected to be associated with your operation's construction activities. This is to be a comprehensive list of all anticipated activities that might create a discharge. Examples could be landscape watering, hydrostatic testing, well drilling, washing of equipment, discharges from asphalt operations, etc.

ITEM III. DISCHARGE LOCATION

Identify the closest receiving water(s) to the site by using a map illustrating water features. If stormwater running off the project could discharge to more than one water, list ALL receiving waters. Discharges may be to unnamed ephemeral washes (dry washes) or to named waterbodies adjacent to the site. See the list of named waterbodies in the A.A.C. Water Quality Standards (Title 18, Chapter 11) available via the Secretary of State webpage at www.sos.state.az.us/public_services/Title_18/18-11.htm.

Identify whether there is a potential for any discharges from the site to enter a municipal separate storm sewer system (MS4) or privately owned conveyance such as a canal. MS4s include streets, gutters, ditches, and flood control channels/structures. Check 'yes' if the site is located within or adjacent to an MS4. If you check 'yes,' identify the name of the system owner (for example: a city, county, irrigation district, or military installation).

Identify whether the project is a linear construction project – those which are typically longer than wide and have a basically uniform width, such as roads, utility lines, and pipelines. If it is, you must determine and disclose whether any portion of the project is within 1/4 mile of any impaired or unique water. Lists and maps of impaired waters (Arizona's

303(d) list) and unique waters (A.A.C. R18-11-112) can be found at www.adeq.state.az.us/environ/water/permits/stormwater.html#const. "N/A" would be the appropriate response if none of your operations are linear, or if your operations include linear and non linear-components (for example, road building within a subdivision.)

ITEM IV. SWPPP STATEMENTS

You must confirm that you have a SWPPP that meets the requirements of this permit, and that you will implement the SWPPP prior to starting construction. This box must be checked as true in order for you to obtain permit coverage. A checklist on completing the SWPPP can be found at www.adeq.state.az.us/environ/water/permits/download/cswppp.pdf.

You must also provide the address where the SWPPP is located and can be viewed. This must be on-site or **immediately** accessible to the site. Include the name and phone number of a contact person that has access to and can provide the SWPPP upon request.

If any part of the project is located within 1/4 mile of an impaired or unique waterbody, you must check the box and **enclose a copy of the SWPPP with your NOI**. Your NOI will not be considered complete and you are not eligible for permit coverage until a complete SWPPP as described in Part IV of the permit is submitted.

ITEM V. CERTIFICATION

The operator applying for coverage must sign the certification statement verifying that the information is true and that the operator will comply with the permit. (CAUTION: An unsigned or undated NOI form will prevent authorization of permit coverage.) State statutes and rules provide for severe penalties for submitting false information on this application form. State regulations require this application to be signed and certified by the proper person as follows:

For a corporation: By a responsible corporate officer. A responsible corporate officer means:

- a. A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or
- b. The manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

For a partnership or sole proprietorship: By a general partner or the proprietor, respectively; or

For a municipality, state, federal, or other public agency: By either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a federal agency is the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrators of EPA.).

NOTE: Operators cannot delegate the responsibility for signature on an NOI form to consultants, agents, or any other person unless that person meets the definition above.